

Date

To Whom it May Concern (or your preferred greeting)

RE: Support for Additional Child Care Subsidy (Child Wellbeing)

Child/ren Name, Date of Birth and CRN (if known)

Parent/Caregiver Name and CRN *

*If you don't have the CRN you can ask the parent/carer directly or with consent check with the ECEC service as this information is usually recorded at enrolment

Provide a brief introduction to your role and how long you have been engaged with the family.

Provide a summary of the current evidence that identifies the child as being in need of wellbeing support now or information that shows the likelihood of being exposed to abuse and or neglect in the near future.

- Focus on factors relevant to the child and the risk they are exposed to. This may include: serious physical, emotional or psychological abuse, sexual abuse, domestic or family violence, or neglect.
- A child is also considered in need of wellbeing support if they are likely to experience any of the above in the future or are in an out of home care arrangement recognised in a decision of a court or tribunal under relevant state/territory law.
- Explain how Childcare attendance (or increased attendance) fits into the current case/support plan?
- Explain how Childcare attendance may reduce the level of risk to the child?
- Include if the child is in an out of home care placement, or subject to a Child Protection order (list the name of the Child Protection order and its expiry date).

Note: This is not a strengths based letter, it needs to detail the facts about the child's current need for wellbeing support (risk of harm)

Share your support letter with the parent/caregiver explaining the need to provide evidence for ACCS eligibility. During the discussion highlight things they are doing to help reduce the risk to the child.

Add a closing statement which includes your contact information should any further information be required.

Salutation

Name and Role

Signature

Organisation

Save the letter as a PDF and send to the ECEC provider or deliver a printed copy in person.